

STANDARD FORM NO. 64

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DATE: 15 December 1960

TO : Director of Training

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #50

1. Component Training

[ ] has inquired as to the need of various CIA component training programs for training or assistance in instructional techniques. Other than for Commo and TSD, we have had very little to do with these other training activities. Have we ever conducted a survey to determine which components do have formal training programs? Is such a survey feasible ~~now~~ or, preferably, early next year? It might serve a useful purpose, and might afford us the opportunity to conduct a general TTC to meet simultaneously the needs of several components.

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25X1*PTP can give you this*2. Educational Specialist

Upon referral from [ ] NE Training Officer, talked with [ ] on 8 December with respect to briefing [ ] official. Subject of the briefing will center around the use and design of training aids which can be easily made by an individual without the sophisticated facilities of a regular training aids shop. The briefing will be on the morning of 19 December under the sponsorship of one of [ ] staff members.

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3. Annual Leave and Weather

Members of PPS, including the Educational Specialists, are feeling the effects of the weather, the season, and accumulations of annual leave. Therefore, maximum use will be made of the period between now and 7 January 1961 for short periods of annual leave. Several of our families have been hit with series of minor illnesses, mostly flu and colds.

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